



MERIT SYSTEMS PROTECTION BOARD FORM 185-9

DESIGNATION OF REPRESENTATIVE FORM

A representative helps and counsels a party in the preparation, presentation, or defense of the case. The representative appears with, or for, the party at hearings, settlement discussions, teleconferences, or other proceedings before the Board. The representative does not have to be an attorney. You may proceed without a representative and represent yourself. You may use this form to designate an organization or a person who has agreed to represent you in your case before the Board. **If you are representing yourself, you do not need to fill out this form.** (The Board's regulations on representatives are found at **5 CFR 1201.31**.) By designating a representative, you agree to allow the Board to give your representative all information concerning the case.

You are responsible for arranging in a timely manner for your own representation. Any representative designated must indicate agreement to such designation by signing below. **If you intend to seek, but have not yet arranged for a representative, you must still obey any orders from the administrative judge and comply with all Board regulations.** The Board will not recommend, designate, or arrange for a representative for you. You may contact your local bar association to seek an attorney experienced in Federal

employment matters. Your representative must be able to proceed with the case without delay. Normally, the Board will not delay the processing of your case because of any difficulty you may have in seeking or arranging for a representative, any change in your representative, or your representative's inability to proceed on time. Even after you have named a representative, you are still personally responsible for making sure that all papers are filed on time and that you or your representative participates in all conferences set by the administrative judge.

The address and telephone number of the representative must be correct so that all communications are received on time by the representative. **Any changes of this designation must be sent in writing to the MSPB office handling the case and to the other party.**

If you file this designation WITH your appeal, the Board will send a copy of the designation, along with a copy of your appeal, to the other party. If you file this designation AFTER you have filed your appeal, you MUST send a copy to the other party and you MUST send proof to the Board that you have sent a copy to the other party.

Please type or print legibly.

OMB No. 3124-0009

DESIGNATION: The individual or organization named below is hereby designated to represent:

NAME AND ADDRESS OF APPELLANT:

"I hereby designate _____ to serve as my representative during the course of this appeal. I understand that my representative is authorized to act on my behalf. In addition, I specifically delegate to my representative the authority to settle this appeal on my behalf. **I understand that any limitation on this settlement authority must be filed in writing with the Board.**

Representative's address (number and street, city, state and ZIP code).

Representative's telephone numbers (include area code) and e-mail address:

Office:

FAX:

Other:

E-mail address:

Appellant's Signature

Representative's Signature

Date

Date

SEND THIS FORM WITH YOUR APPEAL OR, IF YOU ARE DESIGNATING A REPRESENTATIVE AFTER YOU HAVE FILED YOUR APPEAL, RETURN THIS FORM TO THE BOARD OFFICE WHERE YOUR APPEAL IS PENDING. PROVIDE A COPY TO THE OTHER PARTY. BOARD REGULATIONS REQUIRE THAT COPIES OF ALL COMMUNICATIONS BE SERVED ON THE OTHER PARTY.